





SOP: KenyaEMR3.x Client Registration Process

[Last updated: 25th March 2024]

Tasks:	End to end navigation	of client registration module in KenyaEMR
Objective:	To help users successf	ully validate patient IDs and Register Patients successfully
Who:	EMR users	
Required Materials:	Username, password,	computer installed with the latest version of KenyaEMR
Action		Screen shots
Login to KenyaEMR Enter the application ser "localhost:8080/openmi click on the load button of keyboard to load the Ker On successful loading, au providing username and fields, then click "Login"	ver URL System rs" on the browser and or Enter key from the hyaEMR login page. uthenticate entry by password on the button	<image/>







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Patient Validation

The client registration form contains **Client Registration service (CRS)** which prevents double registration. Before registering a patient, you need to check if the details of this patient exist elsewhere. To do this, select Country, Specify ID type, Enter patient ID number and click Validate.

Basic Info Contact Details Demographics All fields are required unless marked optional Relationships Post to registry Full Name First Name First Name First Name First Name First Name First Name Segister Patient Sex	Select country Select identifier type Kenya × Client Registration service Post for gistry First Name Middle Name (optional) Middle Name (optional) First Name Middle Name (optional) First Name Middle Name (optional) First Name Sex	imp to						
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Specify Identification Type from drop down. Choose identifier type and click **Validate** Identifier

Home / Patient Registratio	in /		
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Jump to	Select country	Select identifier type	
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Click "Continue" to finish client registration. Q 27277272 Kenya $\times \sim$ National ID $\times \sim$ × × Create & Post Patient **Basic Info** The patient records could not be found in Client registry, do you want to continue to create and post patient to registry Full Name First Name Cancel Continue →Basic Info National ID × ~ Q 89899898 Kenya × × × └→Contact Details × Create & Post Patient └→Demographics 1. Basic Info Patient information found in the registry, do you want to use the information to continue with registration? →Relationships If the patient already exists in the system, then Full Name CLEOPHUS MALALA └→Next of Kin Details Patient name a pop-up message will appear showing the 89899898 National ID details of the client. Simply click cancel. 17 yrs Age CM 14-Jun-2006 Date of birth Female Gender MOHQ7MJ6LW5L0 Cancel Use values Cancel Sex O Male





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Home / Patient Registration /



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If the client exists, click the search icon and search for the client using their ID or name and proceed to offer services.

Client verification with client registry Create New Patient Jump to Select country Select identifier type ⊢Basic Info ~ Q Kenya хv └→Contact Details **└**→Demographics 1. Basic Info All fields are required unless marked optional **→**Relationships Full Name ⊢Next of Kin Details First Name Middle Name (optional)

If the client doesn't exist in the system, then continue with registration. Start by filling in Basic Info, Contact Details, Demographic, Relationship, and lastly next of kin details.







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Demographic details. This section contains mandatory fields such as client's marital status, occupation, and education

Marital status contains various options such as married polygamous, married monogamous, divorced, cohabiting, and single.

Under occupation, there is employee, trader, farmer, trader, student, driver, and other.

Relationships. Click "Add Relationship" to link clients with their relatives.

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Create New Patient	Nearest Health Center			
Jump to				
→Basic Info				
→Contact Details	3. Demographics All fields are required unless marked optional			
→Demographics				
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→Next of Kin Details	Select an option	<u> </u>		
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	All fields are required unless marked optional			
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	5. Next of Kin Details			
	All fields are required unless marked optional			







Relationship links a client to their relatives. This allows clinicians to follow up on family members of the clients easily.	KenyaEMR Create New Patient Jump to Gasci Info Contact Details Demographics Relationships Next of Kin Details Post to registry	Select an option 4. Relationships All fields are required unless marked optional. Relationship Q MGK6NW - Jane Doe Relationship Relationship Relationship Relationship Relationship Add Relationship 5. Next of Kin Details All fields are required unless marked optional	 Type the name of the person the client is related to Choose the type of relationship from the dropdown menu.
Lastly fill in the Next of kin details, which contains the name, relationship, phone number and postal address of a relative. This last step is optional.	KenyaEMR Create New Patient Jump to Galarian Galarian Galarian Galarian Galarian Galarian Cancel	Add Relationship 5. Next of Kin Details All fields are required unless marked optional Name (optional) Relationship (optional) Phone Number (optional) Postal Address (optional) Image: State of the state o	Q ## Pt N @







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O see a secondaria fillio da da cita	→Basic Info	Parent	~	to client registry
Once you are done filling in the details	└→Contact Details			
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